

RECORDS RETENTION SCHEDULE

LG4

Town and City Council Records

July 1, 1993
(Reissued May 2004)

Office of the Secretary of State
Rhode Island State Archives & Public Records Administration
Rhode Island Local Government Records Program
337 Westminister Street
Providence, Rhode Island 02903

Records Retention Schedule LG4

Town and City Council Records

This Records Retention Schedule has been developed by the Rhode Island Local Government Records Program of the State Archives in an effort to assist government officials in the proper management of public records.

The schedule consists of twenty four (24) separate sets of records, or series, recognized as those records generated by town and city councils. Included in each entry is a series number, records series title and description, and a retention period. For example,

<u>Series No.</u>	<u>Series Title & Description</u>	<u>Retention Period</u>
LG4.2.4	Local Rules and Regulations: Not Adopted May include sets of rules and regulations that govern a particular aspect of municipal development on the local level.	Ten years; then review.

The retention periods set forth in this document are minimum periods and are the result of analysis on the part of the State Archives concerning the legal, fiscal, administrative, and historical value of the records. Because many retention periods are based on state and federal statute and regulation, updates to this schedule may be issued to incorporate any changes.

Proper procedures for the destruction of public records must be adhered to. Records that are eligible for destruction can only be legally destroyed with an approved "Certificate of Records Destruction" (§38-1-10, §38-3-6 (j), and §42-8.1-10). A Certification of Records Destruction form and instructions are included with this schedule. State Archives staff members are always available to answer questions you might have regarding any records issues.

Local government officials should also consult with the municipal solicitor to determine if any records eligible for destruction may be involved in current or pending litigation or request under the Access to Public Records Act (RIGL §38-2).

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Rhode Island State Archives and Public Records Administration
Rhode Island Local Government Records Program
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Providence, Rhode Island 02903
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State of Rhode Island and Providence Plantations
Rhode Island State Archives & Public Records Administration

CERTIFICATION OF RECORDS DESTRUCTION

1. Department			
2. Division		3. Date	
In accordance with the Authority granted by Title 38 of the Rhode Island General Laws these records have met the legal retention requirements and are eligible for destruction.			
4. Record Series Number (from schedule)	5. Record Series Title	6. Dates to/from	7. Volume
8. I certify that I have reviewed the above listed records and authorize their destruction. Dept. Head or Records Custodian _____ State Archivist _____ & Public Records Administrator _____			

Signed and executed Certificate is a permanent record. (§42-8.1-10)

Certification of Records Destruction

Instructions for completing the form. Numbers below correspond with blocks on the Certification of Records Destruction form, a copy of which is provided on the previous page. The form may be reproduced.

1. Department - means any state or local government entity. Include the name of your city or town.
2. Division - means any sub-unit of any department.
3. Date - the date your department prepared the form.
4. Record Series Number - enter the exact series number. Each series listed on retention schedules has a unique identifying number. Series numbers are preceded by the letters LG on municipal schedules and on General Schedules by the letters GS.
5. Record Series Title - enter the exact record series title, as listed on the retention schedule. Each series title should correspond to the one cited in the schedule. If your department uses different titles than those found in the schedules, you may want to add the local title in square brackets [] under each entry on the form.
Note: Using the precise record series number and title will expedite the approval process.
6. Dates to/from - enter the earliest and latest dates covered by the records proposed for destruction. In most cases just the year will suffice.
Note: For purposes of calculating retention, do not count the year in which the records were created.
If the retention period of a particular series is qualified by wording such as "audit plus one year" or "three years after expiration," the date of the completed audit or the year of expiration needs to be also noted.
7. Volume - enter the volume of records to be destroyed. Volume is most easily measured by the number of inches or linear feet of records, although cubic foot measurements give a more accurate figure. A table of volumes and a cubic foot equivalency formula are provided below.
8. Department Head or Records Custodian - signature of the local official authorized to request records destruction.

Send the completed form to the Rhode Island State Archives. The Certificate will be reviewed, countersigned by the State Archivist/Public Records Administrator, and then returned. Upon receipt the records may legally be destroyed. The signed and executed Certification of Records Destruction must be retained as a permanent record under RIGL §42-8.1-10.

Table of Volumes

standard records storage box (15" x 12" x 10")	1.2 cubic foot
letter size file drawer	1.5 cubic feet
legal size file drawer	2 cubic feet
lateral file drawer	2.5 cubic feet

Cubic Foot Equivalency Formula

$$\frac{L \times W \times H \text{ (inches)}}{1728} = \text{cubic feet/unit}$$

Town and City Council

Record Series No.	Record Series Title and Description	Retention
LG4.1	Meetings & Hearings Accounts of the proceedings and actions of any board, commission, committee or council. May include notices of meetings, warrants, agendas, meeting dockets, roll call, official minutes, claims, correspondence, complaints, licenses, applications, bids, blueprints, petitions, waivers, reports, legal opinions, financial studies, budgets, election certificates, tallies and returns, declarations, recommendations, special local legislation, amendments to council rules, ordinances and resolutions, background papers and supporting documentation.	
LG4.1.1	Council Meetings	Permanent; Microfilm annually; store master film off-site
LG4.1.2	Board Meetings	Permanent
LG4.1.3	Commission Meetings	Permanent
LG4.1.4	Committee Meetings	Permanent
LG4.1.5	Business Meetings	Permanent
LG4.1.6	Special Meetings	Permanent
LG4.1.7	Financial Town Meetings	Permanent
LG4.1.8	Work Sessions	Permanent
LG4.1.9	Executive Sessions	Permanent
LG4.1.10	Hearings	Permanent
LG4.1.11	Recordings/Tapes/Stenographers Notebooks Recordings/notes of meetings and/or hearings.	Destroy six months after transcription and approval of minutes or proceedings.

Note: If recordings, tapes or notebooks are not transcribed, they must be retained permanently.

Town and City Council

Record Series No.	Record Series Title and Description	Retention
LG4.2	Regulatory Matters Includes local legislation in which the municipality has an interest or has been involved.	
LG4.2.1	Ordinances: Adopted May include lists of all ordinances, ordinance number and ultimate decision.	Permanent Microfilm annually; store master film off-site
<i>Note: Maintain certified copy of all official ordinances in a separate ordinance file.</i>		
LG4.2.2	Ordinances: Not Adopted May include lists of all proposed ordinances, the proposer (e.g. dept., board, ward, councilor), ordinance number and ultimate decision (e.g. adopted, changed, withdrawn, in committee indefinitely).	Ten years; then review
LG4.2.3	Resolutions: Adopted May include lists of all resolutions, resolution number and ultimate decision.	Permanent Microfilm annually; store master film off-site
<i>Note: Maintain certified copy of all official resolutions in a separate resolution file.</i>		
LG4.2.4	Resolutions: Not Adopted May include lists of all proposed resolutions, the proposer (e.g. dept., board, ward, councilor), resolution number and ultimate decision (e.g. adopted, changed, withdrawn, in committee indefinitely).	Ten years; then review
LG4.2.5	Local Rules and Regulations: Adopted May include sets of rules and regulations that govern a particular aspect of municipal development on the local level.	Permanent
LG4.2.6	Local Rules and Regulations: Not Adopted May include sets of rules and regulations that govern a particular aspect of municipal development on the local level.	Ten years; then review
LG4.2.7	State Legislation: Proposed May include local constituency requests to amend or change existing state laws.	Ten years; then review

Town and City Council

Record Series No.	Record Series Title and Description	Retention
LG4.3	Appointments May include lists of boards, commissions, committees or councils, notices of appointments and resignations, lists of members with terms and dates of appointment and the code or executive order establishing the local board, commission, committee or council.	Permanent
LG4.4	Correspondence Often referred to as General Correspondence or General Administrative Files.	
LG4.4.1	Correspondence - Routine Nature	Retain current year plus one year
LG4.4.2	Correspondence - Special	Retain current year plus three years
LG4.4.3	Certification of Records Destruction Certification of Records Destruction forms (PRA 003) signed by authorized agency official and submitted to, and signed by, the State Archivist/Public Records Administrator. Certificates authorize the disposal of records listed in this and other applicable schedules. (RIGL § 38-1-10, § 38-3-6, and § 42-8.1-10.).	Permanent

Note: When records are eligible for destruction, as a matter of procedure, consult your legal counsel or city/town solicitor.

General Office Administrative Records

Fiscal Records

Reference Records

See Records Retention Schedule #1

Personnel Records

Payroll Records

See Records Retention Schedule #2

(Reprinted May 2004)